

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Technology & Support
Section/Unit: Policy Administration/Records Management Unit
Schedule Use: Department-Wide
Schedule No.: 78-301 **Admin. Chg. Date** 10-15-97

Record Series Title: RECORDS MANAGEMENT SURVEY FILES

Description: Documents relating to visits and surveys conducted to provide advice and assistance, or to evaluate the effectiveness of records management operations and programs.

Included are: Notification of visits, reports of visits and surveys, reports of corrective action taken, and related papers.

File Arrangement: Alphabetically by unit; thereunder, by date.

Retention/Disposition Instructions:

Cut off file at end of each calendar year; hold in current files area 1 year, or until another survey is made; then destroy.

Confidential: No-Open Record

Supersedes: 78-301 (approved 12-14-78)

M97-253
(78-301.OSS)

970922-03

**RECORDS RETENTION SCHEDULE NOTIFICATION
(ADMINISTRATIVE CHANGE OR DELETION)**

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING
AND
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

M 97-253

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO. SEE BELOW *	NOTIFICATION DATE
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SERIES TITLE
VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.

APPROVED DATE	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE)
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☒ ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

SWC *12/2/97* *12/2/97* *12/2/97*
~~00-001, 00-002, 00-003, 00-004, 00-080, 78-010, 73-499, 73-500, 73-501, 75-145, 78-016, 78-0299-A, 78-301~~
 78-302, 78-303, 82-378, 84-095, 84-099, 89-060, 89-061, 94-0022 AND 94-0023.

DHR RECORDS MANAGEMENT OFFICER APPROVAL

Gerald Poy

DATE:
9-10-97

DEPT. OF ARCHIVES AND HISTORY APPROVAL

John E. ...

DATE:
12-2-97